

SECRET

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

13 January 1955

FROM : Chief, FBIS

SUBJECT : Letter of Instruction

ILLEGIB

GENERAL

1. BBC has reached agreement with Reuters for coverage of TASS Hellschrieber, but is negotiating with AP and UP to pass on to the latter services a portion of the increased cost of providing TASS Hellschrieber material. Coverage is expected to be resumed early in January. [redacted]

50X1

2. With DD/I approval, a large volume of monitored Peking broadcast material relating to spy charges against Americans, initially limited in dissemination because of references to the Agency, was subsequently routinely carried in the "Official Use Only" Daily Report in response to wide consumer interest in this subject. [redacted]

50X1

3. The Special Assistant for Intelligence to the DD/I was briefed on FBIS services, and several suggestions were given him concerning FBIS support in his function as briefing officer for the DD/I. The future FBIS wire for the Director will actually terminate in the Special Assistant's office. [redacted]

50X1

4. Messrs. Striebert and Washburn, Director and Deputy Director of the United States Information Agency, briefly visited FBIS headquarters on 23 December. They were shown the FBIS wire facilities, and services to USIA were briefly discussed. [redacted]

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5. Several Voice of America officials and area desk chiefs were conducted to the East Coast Bureau on 10 December, where they were given an opportunity to listen to European broadcasts. FBIS subsequently received a request from VOA for direct wire service for the transmission to VOA headquarters of selected live broadcasts monitored at ECB. [redacted]

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6. Coverage of broadcasts in the Kurmanji dialect of Kurdish, and in the Georgian language has been developed at the Mediterranean Bureau, in further extension of Central Asian monitoring. [redacted]

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8. Saigon Bureau moved to the new Wong Yat Po Building in Saigon, along with USIA and embassy components. [REDACTED]

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9. [REDACTED] Chief Engineer, Okinawa Bureau will go to Bangkok in February 1955, to conduct a survey leading to selection of a suitable site for an emergency monitoring operation in the event that future developments should force a move of the Saigon Bureau. [REDACTED]

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10. Okinawa Construction:

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a. The current housing construction project is approximately 47% complete.

b. The underground power line extension to the operations area is about 75% complete. Electronic wiring in the new monitoring wing addition is in progress.

c. Okinawa Bureau was authorized to proceed with site planning for the balance of the overall housing construction program. This will facilitate accurate construction cost estimates for the next housing project to commence upon completion of the current project. [REDACTED]

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11. On the basis of information from Saigon Bureau that component of Foreign Operations Administration in Saigon had supplied radio monitoring facilities to the Vietnamese Government, a suggestion was made that future assistance to foreign governments in the establishment of radio monitoring facilities be coordinated with FBIS. Although it subsequently developed that FOA Washington had no record of FOA having supplied monitoring equipment to the Vietnamese, in this instance, FOA agreed to cooperate with FBIS in the establishment of any future program of this nature. [REDACTED]

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12. A foreign national monitor, [REDACTED] was transferred from the Mediterranean Bureau to the London Bureau, to staff the Russian monitor position recently established in the London T/O, thus strengthening the support which London Bureau can render Radio Propaganda Branch. [REDACTED]

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13. After consideration of the Cyprus real estate tax with General Counsel and State Department officials, it was concluded that the best course at this time is to pay the tax provided exemption from inspection of the station by tax authorities is granted. State Department was requested to ask the American Consul, Nicosia, to undertake negotiations with the Cyprus Government looking toward this solution of the problem. [REDACTED]

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#### EDITORIAL COMMENT

##### 1. All Bureaus

It is again stressed that corrections must be fully identified if they are to be of use. Corrections should provide the date-time group of the broadcast, and a clear identification of its contents. [REDACTED]

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2. London Bureau

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a. Cominform broadcasts to France and Italy are welcomed by consumers. Whenever possible full text should be sent. [ ]

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b. The Broadcast reviews have shown improvement. It will be beneficial, however, if writers will avoid obscure or cursory descriptions of events which tend to be meaningless when read at a later date. A recent example appeared in the roundup for 3 January: "The case of the wife of the West German Charge d'Affaires in London is also reported by TASS." [ ]

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3. German Bureau

The recent increase in press material is appreciated, but it appears to be accompanied by a decline in radio coverage. Continued emphasis on radio coverage is requested. [ ]

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4. Mediterranean Bureau

Preparations are being made for the annual republication in January of the Free Greece "Fighters Seminar." It is very important that each "Fighters Seminar" item filed to Washington be clearly identified. [ ]

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5. Okinawa Bureau

Persons processing Numeral Code name lists are to be commended for contributions which are irksome and time-consuming to make up but which are extremely valuable when completed. Editors are urged to take every precaution against error so that these lists will reflect the highest degree of accuracy possible. [ ]

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6. Hokkaido Bureau

a. The recently instituted press reviews are extremely useful and are used with the review sent by the Mediterranean Bureau. The sending of name briefs is also welcomed. [ ]

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b. It is suggested that items dealing with the "Agitator's Handbook" be briefed. Also Hokkaido Bureau might adopt the procedure of other field bureaus and give numerals first and then the spelled-out version. For example: 132 one hundred thirty-two. [ ]

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7. East Coast Bureau

Use of the form 178 one hundred seventy eight billion, or 14.8 fourteen point eight million is preferable to the longer form when whole numbers appear in copy. Numerals are preferred, however, when the decimal would go beyond one figure. [redacted]

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8. Saigon Bureau

The teletype file should be simplified somewhat by avoiding excessive use of punctuation, particularly commas. Also it is believed that heads for briefs could be improved by selecting more descriptive words. "Canton Riot" pinpoints the place and the act, but "People's Joy" (for a Hanoi celebration) is uninformative. [redacted]

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PROPAGANDA ANALYSIS COMMENT

1. During the past year bureaus have increased noticeably their use of editor's notes and FYIs to report pertinent background information available from monitors and other sources, and have also filed several valuable roundups of Soviet regional transmitter behavior. Almost all this material is useful and much is incorporated into Radio Propaganda Branch reports. Bureaus are urged to continue to exercise initiative in expanding these efforts. [redacted]

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2. Recently the West Coast Bureau made thoughtful recommendations concerning Peking coding procedures, some of which have already been adopted, and the Okinawa Bureau has on its own initiative undertaken a study of Peking's beaming practices. The careful efforts of these bureaus are helpful in improving the still imperfect job of measuring Peking output. [redacted]

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3. All bureaus contributed to a roundup of foreign radio comment on the NATO discussions about authority to use nuclear weapons; a comprehensive review by the Mediterranean Bureau provided the basis for a report on new Communist efforts to promote Balkan amity; London observations were utilized in a report on differences in Soviet leaders' statements on national defense policy. Other reports examined the United States in domestic Soviet propaganda, Peking's support of European defense plans, and the semiannual changes in Soviet broadcast schedules. [redacted]

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4. Paul McPherson, Deputy Chief Radio Propaganda Branch, completed the first section of his analyst-recruiting trip and turned up at eastern seaboard universities a number of high-calibre potential employees. He will visit several midwestern universities early in January. [redacted]

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# ADMINISTRATION

1. [ ] of the Office of Personnel visited the FBIS European and Cyprus stations on Agency career service matters, providing an opportunity for field personnel to question [ ] first hand. Bureau Chiefs also discussed the possibilities and problem of career status and retirement benefits for foreign national employees. [ ] 50X1
2. After consideration of the Cyprus real estate tax with General Counsel and State Department officials, it was concluded that the best course at this time is to pay the tax provided exemption from inspection of the station by tax authorities is granted. State Department was requested to ask the American Consul, Nicosia, to undertake negotiations with the Cyprus Government looking toward this solution of the problem. [ ] 50X1
3. Frequent requests for reference material have been addressed directly to the Chief, FBIS, or to the Administrative Officer. All requests of this nature should be addressed to the liaison officer's attention. In the case of administrative messages, the proper address is "AFIL" [ ] It should be kept in mind that requests for subscriptions should be made far enough in advance to process the purchase order before the required starting date. In many cases it is difficult, if not impossible, to obtain back issues, and foresight in this matter will prevent delay in receipt. [ ] 50X1
4. Bureaus are reminded that hospitalization or insurance inquiries should not be transmitted via teletype, as this type of message is considered personal and personal payment may be required. [ ] 50X1
5. The Department should be advised of any unusual items which cannot be obligated before the fourth quarter. Vehicles approved for replacement during this fiscal year should be procured during the third quarter if such procurement is not already commenced. [ ] 50X1
6. Travel vouchers are required for all travel performed regardless of whether any reimbursement is claimed. This includes travel of foreign nationals returning to original point of hire. [ ] 50X1
7. The Chief, Wire Services Section, Editorial Branch, has reviewed the internal distribution of incoming copy and messages. Field Bureaus can contribute to the effectiveness of the system of distribution by strict compliance with [ ] of 16 August 1954. [ ] 50X1

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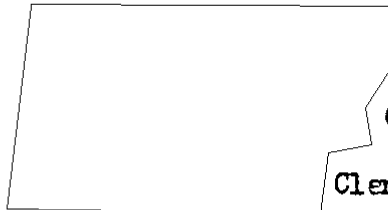
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PERSONNEL CHANGES



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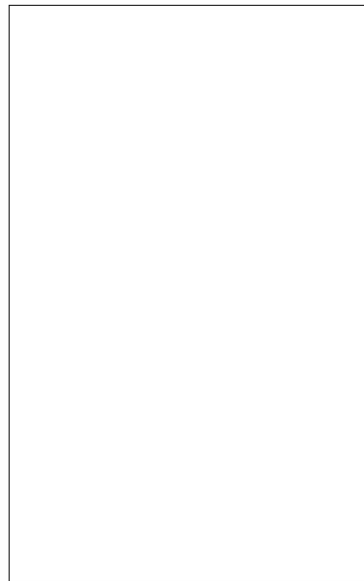
1. New Employees:



	<u>Assignment</u>
Teleg Typwr Opr.	East Coast Bureau
Clerk Steno	Office of the Chief
Clerk-Typist	Editorial Branch

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2. Reassignments:



<u>From:</u>	<u>To:</u>
Info Spec East Coast Bureau	Info Spec Editorial Branch
Info Spec Editorial Branch	Info Spec East Coast Bureau
Info Spec Editorial Branch	Info Spec Tokyo Bureau
Info Spec Mediterranean Bureau	Info Spec Editorial Branch
Elec. Engineer West Coast Bureau	Elec. Engineer Okinawa Bureau
Info Spec Editorial Branch	Info Spec Mediterranean Bureau

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3. Separations:



From:  
Clerk-Typist, Editorial Branch

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ALAN M. ARFIELD /

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